

This policy sets out:-

- The legal powers used by Portsmouth City Council to exercise its duty in respect of Street Naming.
- The rules for naming and numbering streets and properties.
- The Consultation and notification that we will undertake with affected parties.
- The charges that will apply to this service.

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Policy Owner (TITLE not name)	<i>Assistant Director of Contracts, Commercial, Highways, IT & Procurement</i>
Policy Author & Department	<i>Andrew Mills - Information Service</i>
Related Documents	<i>Public Health Act 1925, Local Government Act 2003</i>
Applicability	<i>Anyone who requests numbering/renumbering of Street Names and Numbers, and those that provide this service.</i>
Revision History	

1 Introduction

Portsmouth City Council provides a service to name and number streets and to approve and register official property addresses in Portsmouth. This is an important function as it allows the Council to maintain a comprehensive, unambiguous and accurate list of addresses. In turn, this enables:

- Emergency services to find a property quickly
- Residents to be registered correctly for electoral services
- The Land Registry and Valuation Office to have the correct details for properties
- Mail to be delivered efficiently
- Visitors to find where they want to go
- Services and products to be delivered reliably

2 Purpose

This policy sets out:-

- The legal powers used by Portsmouth City Council to exercise its duty in respect of Street Naming and Numbering
- The rules for naming and numbering streets and properties
- The Consultation and notification that Portsmouth City Council will undertake with affected parties
- The charges that will apply to this service

3 Scope

This policy applies to the naming of streets and the numbering of properties within the city of Portsmouth.

It applies to anyone who requests the naming/renaming of streets, the numbering/renumbering of properties, and those who provide this service.

4 Responsibilities

1. PCC are responsible for the allocation of Street Names as per sections 17-19 of the Public Health Act 1925.

2. The Street Naming and Numbering (SNN) Officer (or delegated officer) will consult, as appropriate, before proceeding with the allocation of street names.
3. The Royal Mail are responsible for allocation of the locality names (e.g. Whale Island), the Postal Town i.e. Portsmouth or Southsea, and the post code.
4. It should be noted that the Royal Mail has no statutory responsibilities or powers to either name a street, number, rename or renumber a property.
5. The Royal Mail has sole responsibility for assigning a postcode, following liaison and notification of the new or amended address detail to Portsmouth City Council.

5 The part played by the Royal Mail

1. PCC will request an official mailing address from the Royal Mail where there is an operational requirement to do so (e.g. Council Tax purposes, Emergency services purposes etc.) or the property is being used for permanent residency.
2. Mailing addresses have to meet the Royal Mail's requirements for secure delivery points. When an approved address is agreed by all parties, the Royal Mail will confirm a postcode. The maintenance and any future changes to this postcode are the responsibility of the Royal Mail.
3. The Royal Mail will only allocate a postal address where a building is a residential dwelling or a bone fide business address that has clear signage displaying the business name. The building has to be occupied during business hours and the delivery point should be secure and easily accessible for the delivery of mail.
4. Where applicants object to a locality name in their postal address (e.g. Cosham, Milton, and Eastney), the Royal Mail has a procedure laid down in their code of practice by the Postal Services Commission for adding or amending locality details. It should be noted that postal addresses are not geographically accurate descriptions, but routing instructions for Royal Mail staff.
5. Postal towns are either Portsmouth or Southsea, except where a property/street is on a boundary, in which case a Locality name may be used.
6. The Royal Mail will only hold a name for a property where there is no numbering scheme in place. If a property is named and numbered, the name of the property will only be held as an "Alias". Therefore, even if there is an

officially-approved name for a property from Portsmouth City Council, the Royal Mail may not pass this name on to other organisations when they make their address database available to those other organisations.

7. The Royal Mail do not make new addresses publically available until the property is occupied.

6 Rules for Naming and Numbering

1. PCC will accept suggestions from Developers for road and street names subject to them meeting the criteria below.
2. PCC will avoid giving new streets similar names to those currently used in the same locality. The Local Land and Property Gazetteer (LLPG) will be used to verify the existence of all streets within the location for the new development and the appropriateness of adopting the proposed street name.
3. Consideration will be given to the identification of properties on the new street for the purposes of emergency services and other Authority service delivery, i.e. no ambiguity should be apparent when introducing the new address to the existing address base.
4. The use of local family names and national personalities will be refused unless there are exceptional circumstances. Due consideration will be given to possible sensitivities that may arise from naming streets after controversial or notorious figures, and will also consider the likelihood that the public perception of a living person may change considerably, for better or worse, over the course of the rest of their life and in some cases following their death.

Where exceptional circumstances do arise, acceptance from the named person, or the person's family or estate administrators, will be obtained prior to adoption or approval unless they have been deceased for 50 years or more. This approval will be sought by the Developer and provided in writing to the SNN Officer.

5. Names that could be considered or construed as obscene, racist or which would contravene any aspect of the council's equal opportunities policies will not be acceptable.
6. Names will be deemed to be unacceptable if they are likely to give rise to spelling difficulties or lead to variations in the use of punctuation as these are likely to give rise to confusion or result in early demands for a change of address from occupiers.

7. Royal names can only be accepted if approval has been granted by the Royal names team at the Cabinet Office. This permission must be sought by the developer.
8. Until any new development address scheme is formally registered, no interim postal addressing or historical postal codes will be used. Developers will be advised not to use their own marketing names as these can be subject to change and this will not be deemed to be an acceptable reason to adopt a name that does not fit with the policy.
9. PCC will accept requests from Developers to omit the number 13 from numbering schemes of new developments.
10. All properties will be numbered where a numbering convention already exists in a road or street.
11. Buildings (including those on corner sites) will be numbered according to the street in which the main entrance is to be found.
12. If a multiple occupancy building has entrances in more than one street, then each entrance will be numbered in the appropriate road.
13. In multi-residential buildings (for example, blocks of flats) a street number will be allocated to each dwelling.
14. Numbers will normally be used these will only be followed by letters where there is no alternative. For example these are needed when one large house in a road is turned into flats. To include the new flats in the numbered road sequence would involve renumbering all the higher numbered houses on that side of the road. To avoid this each new flat will be given the number of the old house with either A, B, C or D added. Letters will also be used if the new development is situated prior to the numbering scheme commencing. For example, if 4 houses were built prior to the first property number 2. The new dwellings would become 2A, 2B, 2C, 2D. This is to aid emergency service response and mail delivery.
15. If a building is demolished then the existing numbering sequence will be retained and reused in any new development as far as possible.
16. Main roads will be numbered so that, when travelling away from the center of a town, odd numbers are on the left hand side and even numbers on the right. Side roads will be numbered ascending from the most important road that they lead off. In certain cases such as cul-de-sacs it will be more appropriate to number properties sequentially.

17. Where a property has already been named and numbered and a request to remove the number from the official address is made this will be declined.
18. Property Names will only be accepted and recognised where there is no numbering convention.
19. We will endeavor to retain an appropriate naming convention to reflect the previous heritage of the location, building or redevelopment where it is practical, identifiable and feasible to do so.
20. Deviations from the above rules will be allowed where it can be demonstrated that such deviations enhance the overall objective of easing the delivery of local services to the correct property.

7 Street Renaming

1. The Council by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.
2. Not less than one month before making an order, the Council shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.
3. Every such notice shall contain a statement that the intended order may be made by the Council on or at any time after the day named in the notice, and that an appeal will lie under this Act to the Magistrates court against the intended order at the instance of any person aggrieved.
4. Any person aggrieved by the intended order of the Council may, within twenty-one days after the posting of the notice, raise an appeal with the Magistrates court.
5. In the event that an existing street name is required to be altered or a street name is assigned to a street to which a name has not been previously given existing residents will be fully consulted.
6. Where residents request the naming or renaming of an existing street and where two thirds of residents are in agreement, an application may be made to change the name of a street. The application will require specific reasons in relation to the request which will include the choice of the new name. The new name must adhere to the principles set out within the policy.

8 The process

1. Requests for new street names or property numbers should be submitted by email to SNN@portsmouthcc.gov.uk

Or by letter to:-

Street Naming and Numbering Officer
Information Service
Portsmouth City Council
Civic Office
Guildhall Square
Portsmouth
PO1 2AL

2. The following data should be provided (where applicable):-
 - 1) Planning reference number - please note we cannot apply for formal addressing until planning permission is granted.
 - 2) Proof of ownership or delegated responsibility of the development i.e. land registry, conveyance document or appropriate documentation to confirm that yourself and/or project team have the appropriate authorization in place to undertake site development proposals and addressing/naming scheme. (This is required to ensure that we do not receive incorrect instructions or register address changes and schemes inappropriately from unauthorized persons).
 - 3) A proposed site plan with your most up to date plot layout indicating where main entrances will be and onto which road/highway the primary access is.
 - 4) A copy of the latest floor plans. This is important to the emergency services as we update them on the development details and address when we register it.
 - 5) Confirmation that each property will have its own letterbox.
 - 6) An estimate of when the development will be completed.
3. We will respond (approve or object) to requests within 28 days of receiving the application.
4. We will endeavor to complete all applications for naming and numbering within 10 working days from receiving postcodes from Royal Mail (these are normally received within 10 working days from application).

5. All requests for changes to addresses or creating new addresses must be made in writing (email or letter) and proof of ownership must be provided by the requestor.
6. If planning approval is required this must be granted before any application for addressing is accepted.
7. All costs, including consultation, legal notices, highway signage and residents engagement are the responsibility of the requestor.

9 Notifications

- Details of new street and property names will be notified to Members via the Members Information Service (MIS) where there is a need to deviate from the policy above.
- The Street Naming and Numbering Officer will notify, as appropriate, the Royal Mail, Electoral Registration, Council Tax, and the custodians of the Local Land and Property Gazetteer and other council services as required.

10 Appendix A - Charges

New development of 2-5 plots	£200
New development of 6-20 plots	£200 + £10 per property
New development of 21-100 plots	£400 + £5 per property
New development of 100+ plots	£950
Naming of new block of flats/building	£200 + £10 per property
New postal address for an individual property, annexe or change/addition of a house name	£100
Change to new addresses due to the development changing after the schedule has been issued	£15
Research archive for address history	£100
Renaming of an existing street	£200 + £5 per property

All costs, including consultation, legal notices, highway signage and residents engagement are the responsibility of the requestor.

11 Appendix B - Glossary

Developer	Any person or organization that builds/renovates a property/area development
Local Land and Property Gazetteer (LLPG)	This is a standardized (BS7666) database of all land and property within a Local Authority boundary. Each record is given a unique Property Reference Number (PRN). The individual LLPG's are combined to form the National Land and Property Gazetteer (NLPG).
Locality Name	This is assigned by the Royal Mail. E.g. Cosham, Milton, and Eastney
Members	Elected members of the Council
Postal Town	This is assigned by the Royal Mail and is either Portsmouth or Southsea, except where a property/street is on a boundary, in which case a Locality name may be used